

Subject: Re: Recruitment Process/Criteria for SES Hiring Actions: OGC Deputy General Counsel
Date: Tue, 5 Jan 2021 13:51:08 -0500
From: Jonathan Clinton - AD <jonathan.clinton@gsa.gov>
To: Allison Brigati - M <allison.brigati@gsa.gov>
Message-ID: <CAMLre6_ZpyPiaVxfR9R11ou4rEtJyX2X_twKJjL+7ma1iA=kQ@mail.gmail.com>
MD5: 2b8a55b807a24bbfff230615c2cd6dec

Agree. Gerard, Michael, and Joanna? Or Jeff in place of Michael or Gerard?
On Tue, Jan 5, 2021 at 10:10 AM Allison Brigati - AD <allison.brigati@gsa.gov> wrote:

I was thinking Gelber?
Maybe Gerard or David S?
And Jeff Birch?

----- Forwarded message -----

From: **Trent Benishek - L** <trent.benishek@gsa.gov>
Date: Mon, Jan 4, 2021 at 6:12 PM
Subject: Fwd: Recruitment Process/Criteria for SES Hiring Actions: OGC Deputy General Counsel
To: Allison Brigati - AD <allison.brigati@gsa.gov>

Trent J. Benishek
General Counsel

U.S. General Services Administration

(202) 769-9035
trent.benishek@gsa.gov

----- Forwarded message -----

Good afternoon Trent,

Below is the request for information to recruit for the Deputy General Counsel position. I'll need your review/approval/response of the following sub titles highlighted in blue.

1. Recruitment Criteria: Manager review/approval required.

Position Description: Please review the current PD for any changes/edits (last edit to the PD was 2007). This must be completed before the draft announcement can be issued. MS Word version is also attached for easier editing; please track changes.

Mandatory Technical Competency (MTC) Crediting Plan: Please see attached crediting plan and update as appropriate. The crediting plan is required as it helps the evaluation panel to determine the technical qualification(s) to ultimately get you the best qualified candidate(s). The plan attached was used for the 2007 recruitment of the Deputy announcement.

2. Announcement Specifics:

(Please see the attached Strategic Consultation checklist)

A. Who May Apply?

- 1) Open to All Sources/Public? *HR's recommendation*
- 2) Limited to Federal Government Employees Only?

B. Relocation Expenses Covered (Yes/No) ?

C. 14 or 30 day opening period?

Executive HR will disseminate the announcement via the following methods:

- 1). Marketing Email (agency wide)
 - 2). OPM's CDPListServe *non-competitively
 - 3). OPM's Limited Executive Resources ListServe *non-competitively
- *Please let me know if you have any objection to disseminate via OPM ListServe's*

4. Panelist

Please think about panelists for both the evaluation panel and structured interview panel; the Sub-ERB listing and panel criteria is below. It is very common to use the same panel for both the evaluation and structured interview process.

FAS

PBS

STAFF OFFICES

Kim Brown

Dan Brown

Tim Burke

Stuart Burns

Jeffrey Birch - OGP

Tiffany Hixson

John Cooke

Phil Klokis - GSAIT



Application Evaluation Panel and Structured Interview Panel Member Criteria

The Application Evaluation Panel and Structured Interview Panel for a particular vacancy can have the same, some of the same, or completely different executives serving on them. Typically, it's the

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One Application Evaluation Panel and/or Structured Interview Panel can work multiple vacancies at a

time, if the vacancies are similar enough and the timing allows for such (e.g., the same panel(s) could

work on more than one FAS/PBS RC vacancy at a time).

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Both, the Application Evaluation and Structured Interview panels must consist of 3 SES members (or

equivalent executive level employees, such as Senior Level (SL) or military Flag Officers).

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Panel members should possess:

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subject matter knowledge of the position AND

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bring diverse perspectives/backgrounds, including

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at least one person from outside of the organization AND

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at least one person of some ethnic and/or gender diversity (ideally both).

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At least one of the panelist (on both the application evaluation/structured interview panels) must be

a Sub-ERB or ERB member (see list of Sub-ERB members above).

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Panel members cannot be in the chain of command (i.e., cannot supervise or report to the vacant

position).

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Executives from across GSA as well as from outside of the agency may serve on either panels.

5. Structured Interview Questions

The ECQ and technical competency definitions are attached. Please determine which competency(ies) in each ECQ is critical for the success of the SES position. Once the top critical competencies have been identified (you can simply highlight the competencies within the document and return to me). I will prepare a structured interview package for each interviewee and panelist that includes the behavioral

based interview questions as it relates to the competencies that were selected. *Please NOTE: HR highly recommends that no more than 1 or 2 competencies are selected per each ECQ.* The interviewee generally gets 1 hour for interviews and usually 5-7 questions are sufficient. Please note, we try to have the interview questions identified at least 1 week prior to the closing date of the vacancy announcement.

I am available if you have any questions.

v/r,
Teresa



U.S. General Services Administration

Teresa Oliver

Human Resources Specialist

Executive Resources Division

Office of Human Resources Management (OHRM)

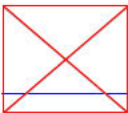
1800 F Street

Washington, DC

Office: (202)357-9505

Mobile: (b) (6)

E-mail: Teresa.Oliver@gsa.gov



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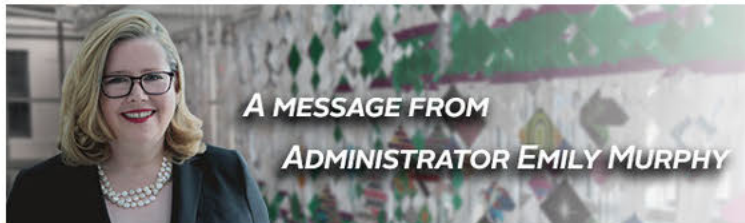
U.S. General Services Administration

Jonathan Clinton

Advisor to the Deputy Administrator

202-549-2430

Subject: Trent Benishek Appointed GSA General Counsel
Date: Thu, 29 Oct 2020 08:50:59 -0500
From: "GSA Administrator" <GSAAdministrator@notify.gsa.gov>
To: allison.brigati@gsa.gov
Message-ID: <16849788.11346@notify.gsa.gov>
MD5: 624ca23abbae904d7a3cc9aa4325ff80



Dear GSA,

I am pleased to share that Trent Benishek has been appointed General Counsel of GSA. Trent joins GSA from the Office of White House Counsel, where he served as Special Assistant to the President and Associate Counsel to the President. I know Trent's legal expertise and experience will further GSA's role as a leader in procurement, real estate, and technology services for the entire federal government.

While serving in the Office of White House Counsel, Trent supervised oversight matters involving eight Federal agencies and, among other duties, managed matters involving the Federal Advisory Committee Act, Ethics in Government Act, Federal Tort Claims Act, and Freedom of Information Act. Previously, Trent worked as an attorney at Gibson, Dunn & Crutcher LLP in Washington, D.C. for eight years.

A native of Wisconsin, Trent holds a Bachelor of Arts from the University of Wisconsin–Madison and a Juris Doctor from the William & Mary School of Law.

Please join me in welcoming Trent to GSA as our General Counsel.

Sincerely,
Emily



This email was sent to allison.brigati@gsa.gov on behalf of General Services Administration 1800 F Street NW Washington, DC 20405 866-806-8220